

Quick Reference

Adjustment Reasons

Reasons shaded and denoted with an asterisk (*) can be created by Agency HR.

Reason (Sty field value)	Name	Purpose (When used)
ADDF*	Enroll Family	Enroll family when: <ul style="list-style-type: none"> Spouse loses eligibility in his/her employer's plan Spouse terminates employment and loses coverage Spouse changes employment status from F/T to P/T Spouse or dependent loses Medicaid/Health Choice eligibility
ADMN	Admin. Corrections (Administration Corrections)	Change enrollment when: <ul style="list-style-type: none"> Corrections are needed Other Adjustment Reasons do not fit reason listed.
BENE	Beneficiary Changes	<ul style="list-style-type: none"> Add or change beneficiaries assigned to life <p>Note: Changes are allowed anytime.</p>
CTO	Court Ordered Support	Add dependent to employee's SHP and other health insurance plans per Child Support Garnishment notification order
DCAR*	FSA Dep Changes (Dependent Child FSA Changes)	Change FSA deductions when: <ul style="list-style-type: none"> Child becomes ineligible at age 13 Child begins kindergarten or 1st grade Provider changes rates Provider changes coverages Employee changes day care provider Employee terminates day care
DRPF*	Drop Family	Terminate participation when: <ul style="list-style-type: none"> Spouse begins employment and gains coverage, Spouse changes employment status from P/T to F/T Employee, spouse, or dependent gains Medicare or Medicaid eligibility
DTH*	Death of Dependent	Terminate participation of a deceased dependent
DVC*	Divorce	Terminate participation of a spouse due to a legal divorce

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FLOE	NCFlex Annl Enroll (NCFlex Annual Enrollment)	Open enrollment for NC Flex Plans Note: Open enrollment is usually set for October through the first week of November.
FSC	Cancel while on FMLA (FMLA Subscriber Cancel)	Terminate participation when an employee on an FMLA leave elects to cancel coverage. Note: Employee on an FMLA leave will pay premiums for NC Flex plans directly to the plan providers.
FSN	FMLA Nonpayment (FMLA Subscriber No Payment)	Terminate participation in SHP when an employee on an FMLA leave fails to pay the premium. Note: Employee on an FMLA will directly pay the vendors of NC Flex plans.
HIOE	Hlth Ins Annl Enroll (Health Insurance Annual Enrollment)	Open enrollment for health plans Note: Enrollment is usually set for one month.
HIRE	New Hire (also used for reinstated EE)	Manually create adjustment reason to enroll new hires or reinstated employee in benefits plans. Note: SAP will automatically generate this adjustment reason during the Hiring action. Shared Services may manually create the New Hire adjustment reason for an eligible employee.
LATE	Late Entry in Health (SHP only)	Enroll or change participation in SHP after 30 days. Employees may enroll up to 60 days but they are subject to preexisting condition from the 31 st to 60 th day. Note: You will be required to the date of the qualifying event. This date is submitted to SHP.
MCP	Medicare is Primary	Terminate participation in SHP when employee or dependent elects Medicare as primary insurer. Note: If employee or dependent elects Medicare as the Primary insurer, he/she must cancel participation in SHP, however for Cancer the employee or dependent may continue or stop his or her participation.

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MLT	Military Leave Term	<ul style="list-style-type: none"> ▪ Terminate SHP participation for employee or dependent on a Military Leave. ▪ Terminate employee's participation in NC Flex plans ▪ Enroll employee in NC Flex plans because spouse is on a Military leave.
MRG*	Marriage (Employee marries)	<ul style="list-style-type: none"> ▪ Terminate participation in plans ▪ Enroll self, spouse, and eligible children in plans
MRGD*	Dependent marries	Terminate participation for married dependent.
NCHD*	Add Foster/Step Child	Enroll a foster or step child to benefit plans. Employee may change dependent coverage.
NEWB*	Birth or adoption of a child	<ul style="list-style-type: none"> ▪ Enroll a newborn or adopted child in SHP when the coverage is to start on the day the child is born. ▪ Enroll employee in health care FSA after a birth or adoption of a child. <p>Note: SHP coverage will begin when the first of the month or the first of the next month.</p>
NLS	No Longer a Student	Change dependent coverage when dependent is over 19 years old and is not attending school full-time.
NPY	Nonpayment of Health (SHP only)	<p>Used when an employee:</p> <ul style="list-style-type: none"> ▪ Experiences a significant change in premiums or benefits ▪ Does not pay premiums
NWEL	Newly Eligible	<p>Enroll employee in plans when employee becomes eligible due to a:</p> <ul style="list-style-type: none"> ▪ Change in position. ▪ Change in hours. ▪ Position transfer from a Non SAP agency to SAP Agency.
ODP	Maximum Age Dep. (Dependent)	Terminate participation for a dependent who has reached a plan's maximum age limit for coverage.

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OLV	LOA w/out leave (and without pay)	<p>For employees on an LOA without leave (and without pay) for an extended period of time or who will miss at least one payroll deduction for premiums</p> <p>Notes:</p> <ul style="list-style-type: none"> ▪ This action will send an electronic notification to vendors of leave. ▪ For SHP, this action is used after the FMLA period has elapsed.
PTAX	Pretax to Post tax	Clear pretax option on health insurance when employee submits written form
REC	Hrs<20 Not eligible	<ul style="list-style-type: none"> ▪ Terminate participation in SHP when an employee's work hours is reduced to less than 20 hours ▪ Terminate participation in NC Flex plans when an employee's hours are below 20 hours. The employee is no longer eligible for coverage.
RET	Retirement Changes	<ul style="list-style-type: none"> ▪ Enroll employee in retirement plan (missed during PA40 action) ▪ Enroll School of Science & Math EPA employees when they choose the ORP plan ▪ Stop participation in retirement plan when employee loses eligibility.
RFL	Return LOA w/out Leave (Return for LOA without Leave)	<p>Enroll employee returning from an LOA without leave in plans.</p> <p>Notes:</p> <ul style="list-style-type: none"> ▪ If employee is returning from a leave without any compensation within the same calendar year, enroll the employee in the same level of NC Flex plans that were elected prior to leave, except for Life Insurance. Note: Follow the LOA guidelines set by NC Flex ▪ If employee's LOA was greater than 30 days and extended into new calendar year, have employee elect level of benefits by following the new hire procedure. ▪ If employee's leave occurred during open enrollment, allow employee opportunity to enroll following the guidelines established for that open enrollment event.
RHN	Reduced Hrs - No COBRA	Terminate SHP participation when an employee's hours are reduced to be between 20 and 30 hours and the employee chooses not to continue the Health Plan.

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SAV	Savings Plans	Enroll, change, or stop participation in the 401k, 401kRoth, 457 or 403(b) plans. Note: Used primarily for 403(b) plans.
SEP*	Separation	Stop participation for a legally separated spouse.
SMC	Subst. Money Change (Substantial Money Change)	Maintain SHP participation when a change in health premiums occurs by plus or minus fifty dollars (\$50.00).
SRQ*	Subscriber Request	Terminate SHP participation when employees want to cancel coverage for themselves and their dependents.
STD	Short-term Disability	<ul style="list-style-type: none"> ▪ Terminate participation in SHP and NC Flex plans for an employee on STD ▪ Change premiums to a post-tax basis for an employee on STD that elects to continue participation in NC Flex plans.
STU	New Student	Used when a dependent is ineligible due to being over the allowable age, but now is eligible as a new or returning student.